

DD15 63-5438

ADMINISTRATIVE — INTERNAL USE ONLY

D.D.

F.A.

Bldg 3 Mr 3

19 DEC 1963

MEMORANDUM FOR : Director of Finance

SUBJECT : Construction of Softball Fields at Langley

**REFERENCES : (a) My Memorandum, Same Subject, dated
23 September 1963
(b) Memo from Chief/OL/RECD, dated
3 October 1963**

1. Attached is the negotiated billing for work done by Maddox & Hopkins, Engineers & Surveyors, as well as statements and recommendations from the Office of Logistics for payment of this bill. Accordingly, authorization is hereby granted to release the following from the Agency's Central Club Fund:

Maddox & Hopkins,
Engineers & Surveyors \$ 1,375.00

2. It is requested the check drawn to the order of the payee and in the amount due be returned to the Chief, Benefits and Services Division, Office of Personnel, for delivery.

L. K. White
Deputy Director
for Support

Attachments: A/S

Distribution:

0 & 1 - Addressee
2 - DDS
1 - O/Log
1 - D/Pers
1 - C/BSD
1 - C/BCB

Originator: [redacted]

ILLEGIB

Director of Personnel

STAT

OP/BSD/[redacted]:bhd (16 December 1963)

ADMINISTRATIVE — INTERNAL USE ONLY

UNITED STATES GOVERNMENT

Memorandum**TO :** CIA EMPLOYEE RECREATION ASSOCIATION**DATE:** 25 Oct 63**FROM :** Chief/RECD**SUBJECT:** Softball Fields, Final Payment for
Design and Survey

1. I am enclosing an itemized statement dated 25 September 1963 of all services rendered by the engineering firm of Maddox and Hopkins in relation to the design and survey of the ball fields and an amended statement dated 8 October 1963 for the same aforesaid services.

2. The statement dated 25 September 1963 was considered unreasonable and negotiations were held with Mr. Hopkins of Maddox and Hopkins on 8 October. As a result of this negotiation, the charges were reduced to \$1,375 as reflected in the 8 October statement. The following is a breakdown of the aforesaid 8 October statement:

a. Design and Survey of location near Bureau of Public Roads Research Building	\$ 630
b. Design and Survey of location near Hwy #193 (Final design & survey)	<u>745</u>
Total	\$1,375

3. The sum of \$1,375 is considered reasonable for the work accomplished and payment of the remaining balance of \$745 is hereby recommended. A partial payment of \$630 was recommended in our memorandum of 15 August 1963.

a. Partial payment, 15 August 1963	\$ 630
b. Final payment	<u>745</u>
Total	\$1,375

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Attachment Ref. 122-111-123-3/4

September 25, 1963

**Central Intelligence Agency
Real Estate Division
Washington 25, D.C.**

McLEAN FACILITY	\$ 630 00
Order 63-360	
Revise design #1, softball field	
Office 81 hours @ \$7.50	607 50
Order 63-389	
Grid stakes for grading, mark grades on stakes	
Field 22 hours	403 00
Revise revision to accommodate errors in topography (furnished by CIA) and furnish revised grade sheets for cut and fill	
Office 43 hours	322 50
Order 63-855	
Replace missing grid stakes (14); put grades on stakes, furnished revised grade sheets	
Field 4 hours	75 00
Office 1 hour	7 50
Amount of this invoice	1,415 50
Total bill	\$ 2,045 50

Maddox & Hopkins
ENGINEERS
& SURVEYORS

8506 DIXON AVE., SILVER SPRING, MD. JUNiper 8-3110

October 8, 1963

PLANE AND GEODETIC SURVEYS • PLANS • SPECIFICATIONS

REPORTS • AERIAL TOPOGRAPHIC MAPS • LAND PLANNING • DEVELOPMENT

**Central Intelligence Agency
 Real Estate and Construction Division
 Washington 25, D.C.**

TERMS: NET 30 DAYS

McLEAN FACILITY**BALANCE FORWARD**

Final bill in connection with services rendered in
 design of ball diamonds, September 21, 1962 thru
 September 21, 1963

\$ 1,375 00

dp/634-104-1/55-06

ADMINISTRATIVE INFORMATION ONLY

DES AG-366

23 Sept 63

MEMORANDUM FOR: Comptroller

SUBJECT : Construction of Softball Fields at Langley

REFERENCE : My Memorandum, Same Subject, dated 12 April 1963

1. Reference authorized the construction of three softball fields near the Headquarters Building and also noted that construction costs would be funded from funds available to the Agency from non-appropriated sources. The original estimated cost of construction was \$9,350. Subsequently, however, it became necessary to change the site of the softball fields and the estimated construction cost at the new site increased to \$12,637. The Office of Personnel and the Office of Logistics were authorized by me to proceed with construction of the softball fields on the basis of this new estimate.

2. Attached are partial billings for work completed to date, as well as statements and recommendations from the Office of Logistics for payment of these bills. Accordingly, authorization is hereby granted to release the following amounts from the Agency's Comptroller Fund:

a. Madrox & Hopkins, Engineers & Surveyors	\$ 630.00
b. S.A. Brune Construction Corporation	35,850.00

3. It is requested that checks drawn to the order of the payees and in the amounts due be returned to the Chief, Benefits and Services Division, Office of Personnel, for delivery.

L. E. White
Deputy Director
(Support)

Attachments: A/S

Distribution:

0 & 1 - Addressee

2 - ED/S

1 - O/Log

1 - D/Pers

X - C/R&D

1 - C/DCB

Originator:

Director of Personnel

AP/RDP/[REDACTED] sec (20 September 1963)

STAT

3 OCT 1963

STAT

[REDACTED] Office of
Comptroller

Chief, Real Estate & Construction Division

Construction of Softball Fields at Langley

REFERENCES: (a) DD/S memo dated 23 September 1963 to Comptroller,
same subject

STAT

(b) Telecon between [REDACTED] O/Comptroller and Mr.
[REDACTED] RECD, on 30 September 1963

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1. Reference memorandum authorized partial payment
of work completed on the subject project.

2. Due to an error in the bills submitted by Maddox and
Hopkins, Engineers & Surveyors, it is requested that payment
be held up on the "a" portion of paragraph 2 of reference (a)
until final price is negotiated at a meeting which is to be held
on 8 October 1963.

3. Payment of the "b" portion of paragraph 2 of reference
(a) should be processed without delay.

4. This memorandum confirms the telephone conversation
per reference (b).

[REDACTED] STAT

Distribution:

Original - Addressee

- ① - OP/BSD/ [REDACTED]
1 - OL/RECD Project
1 - OL/RECD/CEB Chrome

STAT

STAT

OL/RECD/CE/ [REDACTED]:mew
(2 October 1963)